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# Self-Study Timeline

Cedarville University

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Month	Activities
June – August 2004	<ul style="list-style-type: none"> <li>~ Plan self-study</li> <li>~ Steering Committee Established and begins meeting</li> </ul>
September – December 2004	<ul style="list-style-type: none"> <li>~ Steering Committee defines mission &amp; goals</li> <li>~ Self-Study plan submitted to HLC liaison</li> <li>~ Criteria are examined and organized</li> <li>~ Subcommittees are formed</li> <li>~ Mission Subcommittee revises University Mission Statement</li> <li>~ Web page &amp; newsletters published</li> </ul>
January – April 2005	<ul style="list-style-type: none"> <li>~ Data and document collection</li> <li>~ <b>Unit Reports developed and distributed by March 4<sup>th</sup>.</b></li> <li>~ <b>Subcommittees produce outlines for each criteria chapter by April 30<sup>th</sup></b></li> <li>~ Committees continue meeting</li> <li>~ Site visit dates discussed &amp; confirmed</li> <li>~ Steering Committee attends HLC Annual Meeting</li> <li>~ Web page updated &amp; newsletters published</li> </ul>
May – July 2005	<ul style="list-style-type: none"> <li>~ Data &amp; document collection</li> <li>~ <b>Unit Reports by May 7<sup>th</sup>.</b></li> <li>~ Resource room organization begun</li> </ul>
August - December 2005	<ul style="list-style-type: none"> <li>~ <b>Most data/documents necessary for chapters collected.</b></li> <li>~ Continued data &amp; document collection</li> <li>~ <b>Subcommittees complete first chapter draft writing by December 1<sup>st</sup></b></li> <li>~ Steering Committee &amp; subcommittees meet regularly</li> <li>~ Individual Surveys conducted (Oct. 13 - 23)</li> <li>~ Web page &amp; newsletters published</li> </ul>
January - February 2006	<ul style="list-style-type: none"> <li>~ <b>Chapter-by-chapter revision process, including Steering Committee, SAAB, Deans Council, &amp; Administrative Council</b></li> <li>~ Steering Committee &amp; subcommittees meet regularly</li> <li>~ Web page &amp; newsletters published</li> <li>~ Evaluation Team suggestions/requests sent to liaison</li> </ul>
March – April 2006	<ul style="list-style-type: none"> <li>~ <b>Chapter-by-chapter revision process continues</b></li> </ul>
May - July 2006	<ul style="list-style-type: none"> <li>~ Coordinator compiles drafts into Self-Study Report Draft</li> <li>~ Liaison reviews Self-Study Report draft</li> <li>~ Continued collection for &amp; organization of Resource room</li> </ul>
August – October 2006	<ul style="list-style-type: none"> <li>~ Plan Site visit through External Relations</li> <li>~ <b>Chapter revisions completed by September 1<sup>st</sup></b></li> <li>~ <b>Meetings held for Faculty, Staff &amp; students</b></li> <li>~ <b>Final Self-Study Draft reviewed by Trustees, October 4-5</b></li> <li>~ Web page &amp; newsletters published</li> </ul>
November – December 2006	<ul style="list-style-type: none"> <li>~ <b>Self-Study Report sent to production by November 1<sup>st</sup></b></li> <li>~ <b>Self-Study Report publicized by December 1<sup>st</sup></b></li> <li>~ Public response requested</li> </ul>
January 2007	<ul style="list-style-type: none"> <li>~ Send materials to Evaluation Team.</li> </ul>
February 2007	<ul style="list-style-type: none"> <li>~ Continued preparation for site visit.</li> </ul>
March 2007	<ul style="list-style-type: none"> <li>~ <b>Evaluation Team visit, March 19-21.</b></li> </ul>
April 2007	<ul style="list-style-type: none"> <li>~ Receive Site Team Report.</li> </ul>
May 2007	<ul style="list-style-type: none"> <li>~ Response to Site Team Report and subsequent action as needed.</li> </ul>